

## Chapter 6: System Features

RASS Release 1.0 allowed PHAs to verify unit addresses in order to mail a resident services and satisfaction survey to the residents. PHAs were also asked to identify what languages are spoken by at least 20 percent of their residents who could not otherwise complete the survey in English. RASS Release 2.0 included a media packet and implementation plan to inform PHA residents about the resident services and satisfaction survey.

The enhanced features of RASS Release 3.0 include access to general information, the follow-up plan and the current survey questionnaire. This release also includes an expanded **Resident Assessment - PHA Main** page containing links to survey-related information as it becomes available. This page displays all the links to which the user has access.

RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> <b>Complete</b> 08/12/1999	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> <b>Complete</b> 10/12/1999 <a href="#">Follow-up Plan</a> <b>Incomplete</b>	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	

The **PHA Main** page has four sections:

- *General Information* – This section contains links to pop-up windows containing basic background information about the survey.


- *Media Packet* – This section has links to media tools to help PHAs inform their residents about the survey. Users can download these tools, such as articles, flyers, and posters, to their own computer. The list will change as REAC posts new items to the website.
- *Update Unit Address Information* – This section allows users to access the unit address and language information pages. Users can add, edit and delete their PHA's unit address and language information in this section. The status is "incomplete" until the address and language information is certified and sent to HUD. The status changes to "completed" on the date it is certified.
- *Plans, Summaries, and Recommendations* – This section contains links to the implementation plan page and follow-up plan page where users can record activities informing residents about the survey and dates activities were completed.
- *Survey* – This section contains a link to the current Resident Service and Satisfaction survey.


## Page Layout

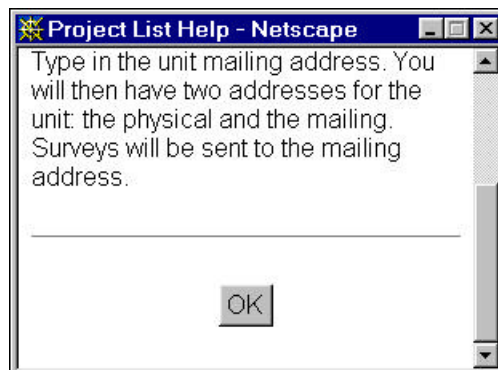
The page layout in RASS is consistent throughout the application. The **Add Physical Project Unit Addresses** page is shown below as an example. The header at the top of the page contains basic information and instructions, the middle section contains fields that allow users to edit, add, and delete information, and the footer at the bottom of the page contains function buttons and links to other pages. Links are the underlined page names listed in the footer (i.e., [Unit Address Welcome/Language](#)). The footer contains links to previous pages, which vary by page. The current page is not underlined. By clicking on the underlined links users can access these pages.

Resident Assessment - Add Physical Project Unit Addresses					
MODESTO AREA (Number CA39P026003) Enter a Unit Address.					
Physical Address	City	State	Zip	Zip+4	Unit #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div><input type="button" value="Add"/> <input type="button" value="Range"/> <input type="button" value="Complete"/></div> <div><a href="#">? Additional Help</a></div>					
<a href="#">Main</a>   <a href="#">Unit Address Welcome/Language</a>   <a href="#">Project List</a>   <a href="#">Physical Project Unit Addresses</a>   Add Physical Project Unit Addresses					
<a href="#">[REAC Home Page]</a> Comments or Questions call the REAC Customer Service Center toll free at <b>1-888-245-4860</b> .					

## Additional Help

Additional help using RASS is available by clicking the additional help  link at the bottom of the page. A box providing instructions displays.

Use the scroll bar to read all the text, if necessary. Click on the  button to close the box when finished.



## Common Links

[\[RASS Home Page\]](#)  
Comments or Questions: [Click here for the REAC customer service center.](#)

## REAC Home Page

A link to the **Real Estate Assessment Center (REAC)** home page [\[REAC Home Page\]](#) is located at the bottom of each page. The **REAC** home page is a valuable source of REAC information, including links to other REAC subsystems.

## REAC Customer Service Center

A direct e-mail address is also instantly available on every RASS page for questions or comments. To send an e-mail to the REAC Customer Service Center, simply click on the [Customer Service Center](#) link to launch the browser's built-in e-mail program.

*Sending an E-mail Message to the REAC Customer Service Center:*

1. Click on the [Customer Service Center](#) link at the bottom of each page. The **Real Estate Assessment Center (REAC)** page displays.



2. Click on the underlined [here](#) link. The **Real Estate Assessment Center (REAC) Customer Service Center Submission** page displays.

**Real Estate Assessment Center (REAC)  
Customer Service Center Submission**

\*First Name:  \*Last Name:

\*Email:  Phone:

\*I prefer follow-up and response via: ☐ Email ☐ Phone (Phone required above.)

Question/Comment:

Please enter any information that you think would help us address your Question/Comment (e.g. PHA Number, Inspection ID).


If necessary, INSERT ATTACHMENT

Please Note: Required fields are marked => \*. If confidentiality is an issue, please call the REAC Customer Service Center directly at 1-888-245-4860.

3. Click in the blank fields and enter the information requested. Users must enter their *First* and *Last Name*, *Email* address, and *preferred method of response*.



FIELD NAME	EXPLANATION
<b>First Name</b>	Click and type in the first name. This field is required
<b>Last Name</b>	Tab and enter the last name. This field is required.
<b>Email Address</b>	Tab and enter the user's email address. This field is required.
<b>Phone</b>	Tab and enter the user's phone number.
<b>Response Preference</b>	Tab and select the preferred method of response to your question. Click on either the <i>Phone</i> or <i>Email</i> radio button to select it.
<b>Question/Comment</b>	Tab and enter your question or comments. Be specific.
<b>Additional Information</b>	Tab and enter any additional information pertaining to your question (e.g., PHA number)
<b>Insert Attachment</b>	Tab to attach files, if necessary. Click on the Browse button. The File Upload window displays. Find the file in the appropriate directory. Click on the file to select it. Click on the Open button to attach the file.

4. Click on the  button to send the question or comments to the REAC Customer Service Center.

## ***Page Navigation***

Remember to save your work using the appropriate Save buttons at the bottom of each page. Use the Continue, Next and Previous buttons to move to the next page and ensure that all work has been properly saved. ***Avoid using the browser Back and Forward buttons to move to the next page.***

**This page is intentionally left blank.**

## Chapter 7: General Information

The *General Information* section of the **PHA Main** page contains links to view-only pop-up boxes containing basic background information about the survey, implementation and follow-up plans, media packet, survey summary results and recommendations, and unit addresses.

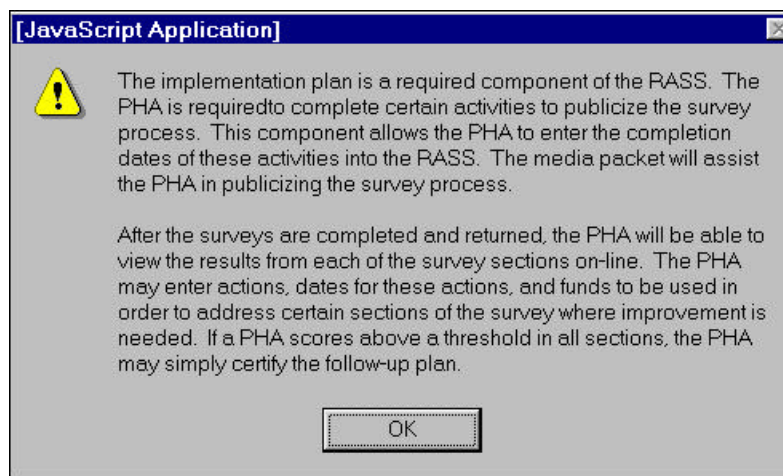
RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> Complete 08/12/1999	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> Complete 10/12/1999 <a href="#">Follow-up Plan</a> Incomplete	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	


To access background information:

1. Under the *General Information* section on the **PHA Main** page, select a topic from the list.

<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>
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- Click on the underlined link (e.g., [Implementation Plan and Follow-Up Plan](#)). An information box displays providing general information on the selected topic.



- Click on the  button to close the box and return to the **PHA Main** page.

RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> Complete 08/12/1999	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> Complete 10/12/1999 <a href="#">Follow-up Plan</a> Incomplete	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	

## Chapter 8: Media Packet

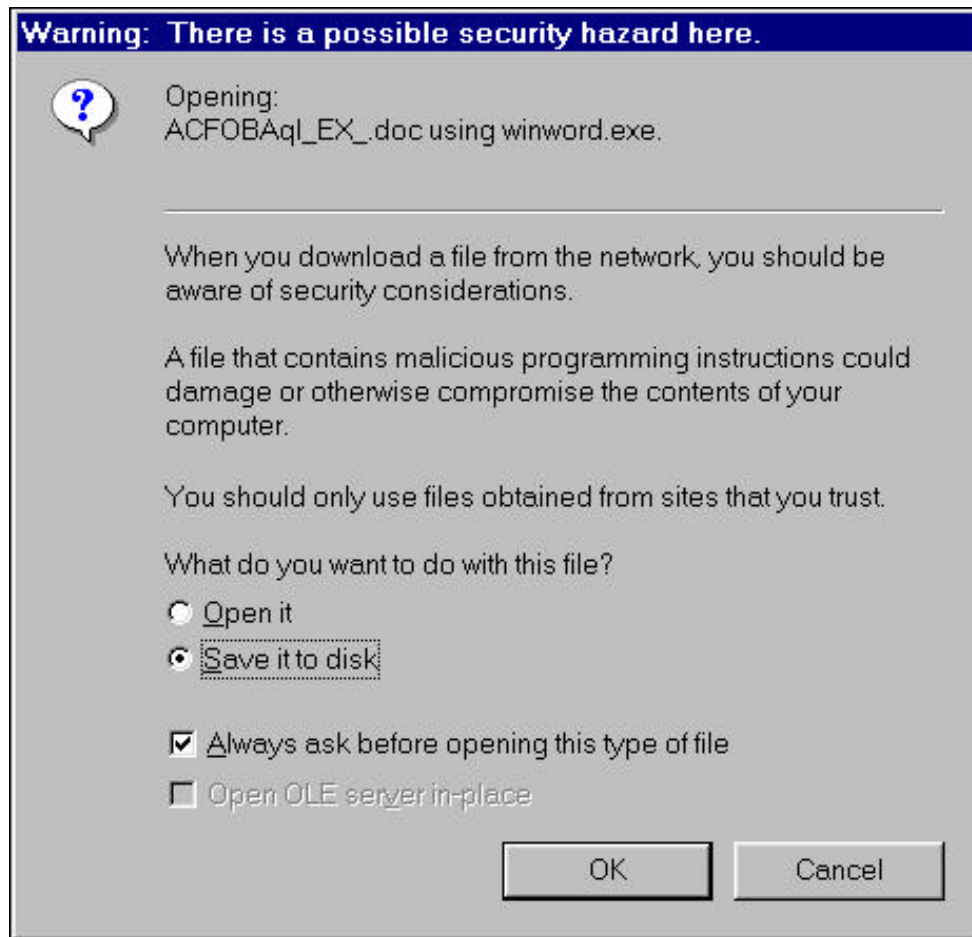
The *Media Packet* section of the **PHA Main** page contains links to various media. These promotional media are part of the implementation plan to inform PHA residents about the resident service and satisfaction survey. Promotional media include articles, flyers, and follow-up letters. Users can download media to their own computers by clicking on the links. The list of media available through the *Media Packet* section changes as new items are posted to the RASS main web page by REAC. Therefore, this section may be incomplete or empty the first time you access RASS.

RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> Complete 08/12/1999	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> Complete 10/12/1999 <a href="#">Follow-up Plan</a> Incomplete	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	

To download media tools to your own computer:


1. Under the *Media Packet* section on the **PHA Main** page, select a promotional tool from the list.
2. Click on the underlined link (e.g., [Poster](#)).
3. A security warning page displays.

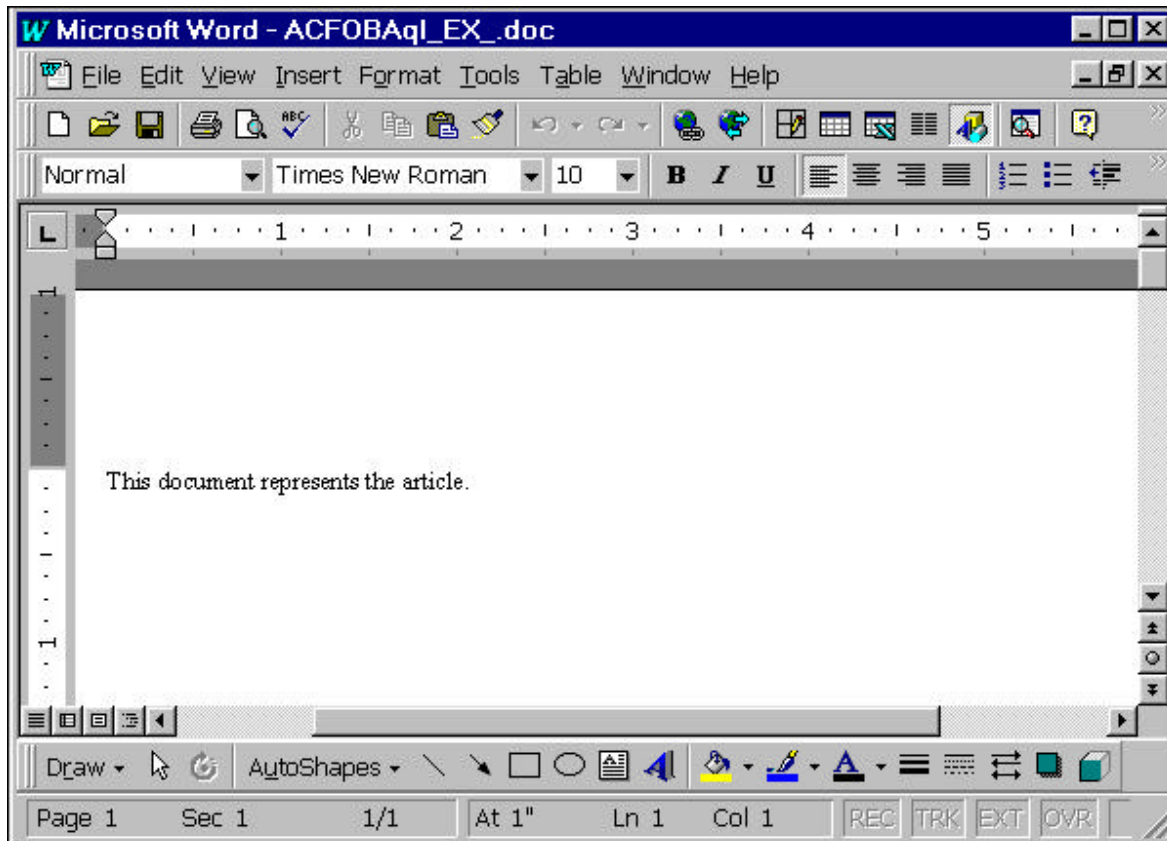
**Media Packet**  
[Poster](#)





3. Click on the "Open it" radio button to view the file.

NOTE: Select "Save it to disk" to download the file without viewing it first.

4. Click on the  button. The file displays in the application in which it was saved (e.g., Microsoft Word®).



#Copyright© Microsoft Corporation. All rights reserved. Protected by the copyright laws of the United States and international treaties.

5. Click on the save  icon to save the document to your computer.
6. Click on the  control icon to close the application and return to the **PHA Main** page.



**This page is intentionally left blank.**

## Chapter 9: Update Unit Address Information


The *Update Unit Address Information* section allows users to access the unit address and language information pages through the underlined link. The status of the address verification is displayed in this section. The status is “incomplete” until the address and language information is certified and sent to HUD. The status changes to “completed” on the date the information is sent to HUD.

RESIDENT ASSESSMENT - PHA MAIN	
RASS MAIN SCREEN	
General Information	<a href="#">Background</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Media Packet</a> <a href="#">Survey Summary Results and Recommendations</a> <a href="#">Unit Address</a>
Media Packet	<a href="#">New letters</a> <a href="#">Article</a>
Update Unit Address Information	<a href="#">Unit Address Information</a> <b>Incomplete</b>
Plans, Summaries, and Recommendations	<a href="#">Implementation Plan</a> <b>Incomplete</b>
MAIN	
<a href="#">[REAC Home Page]</a> Comments or Questions: call the REAC Customer Service Center toll free at <b>1-888-245-4860.</b>	

To access the language information and unit address pages:

In the *Update Unit Address Information* section on the **PHA Main** page, click on the Unit Address Information link. The **Unit Address Welcome/Language** page displays.

<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> is <b>incomplete</b>
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U.S. Dept. of Housing  
and Urban Development

**Resident Assessment - Unit Address Welcome/Language**


June 16, 1999

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Welcome to the REAC RASS Unit Address and Language Selection application!

The purpose of this application is to gather all the unit addresses in the COUNTY OF STANISLAUS HOUSING AUTH CAD26 in order to send a resident services and satisfaction survey. Some of the initial addresses for the units are taken from the recently revised form HUD-50058, Family Report, submitted to HUD by your organization. When you enter the application, you will see a list of the projects at the COUNTY OF STANISLAUS HOUSING AUTH. After selecting a project, a list of the unit addresses will display. You can add, edit, or delete unit addresses. You can create a PHA or Project Report to view a list of all unit addresses.

HUD also needs to identify which languages other than English are spoken by residents of the COUNTY OF STANISLAUS HOUSING AUTH who could not complete the survey in English. Please be sure to answer the language question so that appropriate translations can be provided if necessary.

A  for additional help will display on the screen. If you still need additional assistance, there is a REAC Customer Service Center with customer support personnel ready to answer your questions.

**PHA LANGUAGE INFORMATION**

What language(s), other than English, is spoken by at least 20% of your residents who could not complete the survey in English? Use None if only English is spoken. If a primary language (for at least 20 percent of your residents) is not listed below, check "Other" and identify the language by typing it in the "Other" field.

☐ None (only English spoken)

☐ Spanish   ☐ Korean   ☐ Mandarin Chinese   ☐ Russian   ☐ Vietnamese

☐ Other:

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The "Save" button records the selected/entered information in the database.

The "Continue" button moves you to the next page in the process.

[Main](#) | Unit Address Welcome/Language

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[\[REAC Home Page\]](#)

*Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.*


## PHA Language Information

The **Unit Address Welcome/Language** page contains general instructions about the application and a language information section. From this page, users can progress through the application or return to the RASS main page. Use the scroll bar to view the entire page.

The *PHA Language Information* section is located in the middle of the **Unit Address Welcome/Language** page. This section allows PHA users to identify the language(s), other than English, spoken by at least 20 percent of their residents who could not otherwise complete the survey in English. Users must respond to this question to certify and submit their addresses to HUD.

*To identify a language spoken by at least 20 percent of the residents who could not otherwise complete the survey in English:*

1. On the **Unit Address Welcome/Language** page, scroll to the PHA Language Information section located in the middle of the page.




**Resident Assessment - Unit Address Welcome/Language**

U.S. Dept. of Housing and Urban Development
June 16, 1999

Welcome to the REAC RASS Unit Address and Language Selection application!

The purpose of this application is to gather all the unit addresses in the COUNTY OF STANISLAUS HOUSING AUTH CAD26 in order to send a resident services and satisfaction survey. Some of the initial addresses for the units are taken from the recently revised form HUD-50058, Family Report, submitted to HUD by your organization. When you enter the application, you will see a list of the projects at the COUNTY OF STANISLAUS HOUSING AUTH. After selecting a project, a list of the unit addresses will display. You can add, edit, or delete unit addresses. You can create a PHA or Project Report to view a list of all unit addresses.

HUD also needs to identify which languages other than English are spoken by residents of the COUNTY OF STANISLAUS HOUSING AUTH who could not complete the survey in English. Please be sure to answer the language question so that appropriate translations can be provided if necessary.

A  for additional help will display on the screen. If you still need additional assistance, there is a REAC Customer Service Center with customer support personnel ready to answer your questions.

**PHA LANGUAGE INFORMATION**

What language(s), other than English, is spoken by at least 20% of your residents who could not complete the survey in English? Use None if only English is spoken. If a primary language (for at least 20 percent of your residents) is not listed below, check "Other" and identify the language by typing it in the "Other" field.

☐ None (only English spoken)
☐ Spanish
☐ Korean
☐ Mandarin Chinese
☐ Russian
☐ Vietnamese
☐ Other:


The "Save" button records the selected/entered information in the database.

The "Continue" button moves you to the next page in the process.

[Main](#) | Unit Address Welcome/Language

[\[REAC Home Page\]](#)

Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

2. To select a language, click in the checkbox to the left of the language. A checkmark  displays in the box. Click the checkbox again to deselect it. **Remember, select only the languages spoken by at least 20 percent of the residents who could not otherwise complete the survey in English.** If a language is not listed, click on the *Other* checkbox and enter the language in the blank field provided. If English is the only language spoken, click on *None (only English spoken)*.

NOTE: Only one language can be entered in the *Other* field.

**PHA LANGUAGE INFORMATION**

What language(s), other than English, is spoken by at least 20% of your residents who could not complete the survey in English? Use None if only English is spoken. If a primary language (for at least 20 percent of your residents) is not listed below, check "Other" and identify the language by typing it in the "Other" field.

☐ None (only English spoken)

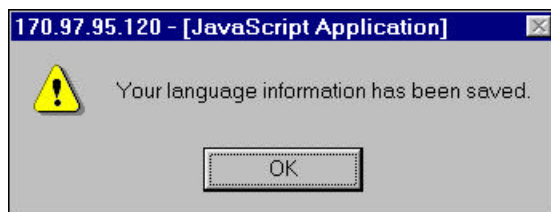
☒ Spanish ☐ Korean ☐ Mandarin Chinese ☐ Russian ☐ Vietnamese

☒ Other:

The "Save" button records the selected/entered information in the database.

The "Continue" button moves you to the next page in the process.

3. Click on the  button to save language information in the database. A message box displays confirming that your language information has been saved.



4. Click on the  button to close the box.

**PHA LANGUAGE INFORMATION**

What language(s), other than English, is spoken by at least 20% of your residents who could not complete the survey in English? Use None if only English is spoken. If a primary language (for at least 20 percent of your residents) is not listed below, check "Other" and identify the language by typing it in the "Other" field.

☐ None (only English spoken)

☒ Spanish ☐ Korean ☐ Mandarin Chinese ☐ Russian ☐ Vietnamese

☒ Other:

The "Save" button records the selected/entered information in the database.

The "Continue" button moves you to the next page in the process.

5. Click on the  button at the bottom of the **Unit Address Welcome/Language** page to continue the address verification process. The **Project List** page displays. Use the scroll bar to view the entire page if necessary.

## Resident Assessment - Project List

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COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)  
Select the project number or project name for the unit addresses you wish to edit.

Project #	Project Name
<a href="#">CA39P026001</a>	<a href="#">OAKDALE AREA</a>
<a href="#">CA39P026002</a>	<a href="#">TURLOCK AREA</a>
<a href="#">CA39P026003</a>	<a href="#">MODESTO AREA</a>
<a href="#">CA39P026004</a>	<a href="#">CERES AREA</a>
<a href="#">CA39P026005</a>	<a href="#">NEWMAN AREA</a>
<a href="#">CA39P026006A</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026006B</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026007</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026008</a>	<a href="#">WESTLEY AREA</a>
<a href="#">CA39P026010</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026017</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026018</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026019</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026026</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026027</a>	<a href="#">SCATTERED SITES</a>

View PHA Address Report
Certify
Additional Help

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#)


[\[REAC Home Page\]](#)  
Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

## Project Unit Addresses

The **Project List** page lists all PHA developments (*Project #* and *Project Name*) requiring unit address verification. Use the scroll bar to view the entire page, if necessary. Additional help using this application is available by clicking on the [Additional Help](#) link at the bottom of the page.

Through the **Project List** page, users can access a summary **PHA Address Report** page listing all unit addresses in the entire PHA in the HUD database. Address lists can be lengthy. Users can print and review a hard copy of the report for reference.

From the **Project List** page, users can also access the **Physical Project Unit Addresses** page to delete, edit, and add address information. The **Physical Project Unit Addresses** page is accessed by the *Project #* and *Project Name* links. (NOTE: The *Project #* or *Project Name* link displays the **Physical Project Unit Addresses** page for the selected project.) After verifying and adding all unit addresses, users must certify that they have completed the task by clicking

on the  button. Users do not need to certify to exit the system. **Do not certify until you are ready to submit your information to HUD.**



## Resident Assessment - Project List

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COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

Select the project number or project name for the unit addresses you wish to edit.

Project #	Project Name
<a href="#">CA39P026001</a>	<a href="#">OAKDALE AREA</a>
<a href="#">CA39P026002</a>	<a href="#">TURLOCK AREA</a>
<a href="#">CA39P026003</a>	<a href="#">MODESTO AREA</a>
<a href="#">CA39P026004</a>	<a href="#">CERES AREA</a>
<a href="#">CA39P026005</a>	<a href="#">NEWMAN AREA</a>
<a href="#">CA39P026006A</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026006B</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026007</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026008</a>	<a href="#">WESTLEY AREA</a>
<a href="#">CA39P026010</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026017</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026018</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026019</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026026</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026027</a>	<a href="#">SCATTERED SITES</a>

View PHA Address Report
Certify
Additional Help

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#)

[\[REAC Home Page\]](#)  
Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

## Viewing Address Reports

View-only **Address Report** pages are available for the PHA as well as for individual developments. These summary reports list physical addresses for all units in the query. If a unit has a different mailing address, it is listed on the line below the physical address and is indicated by an "X" in the *Mailing* column.

To view the **PHA Address Report** page:

1. Scroll to the bottom of the **Project List** page.

2. Click on the  button. The **PHA Address Report** page displays. Headers divide the addresses in the list by project. Use the scroll bar to view the entire list.

**NOTE:** Some units may have a mailing address that differs from the physical address. The mailing address is listed on the line below the physical address and is identified by an "X" in the first column under the heading *Mailing*.



### Resident Assessment - PHA Address Report

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COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

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View the list to confirm address information. Mailing addresses are listed directly under their respective Physical Address, and marked with an "X".


CERES AREA (CA39P026004)						
Mailing	Address	City	State	Zip	Zip+4	Unit #
	105 HOLLY CIRCLE	CERES	CA	95307	0000	
	108 HOLLY CIRCLE	CERES	CA	95307	0000	
	114 HOLLY CIRCLE	CERES	CA	95307	0000	

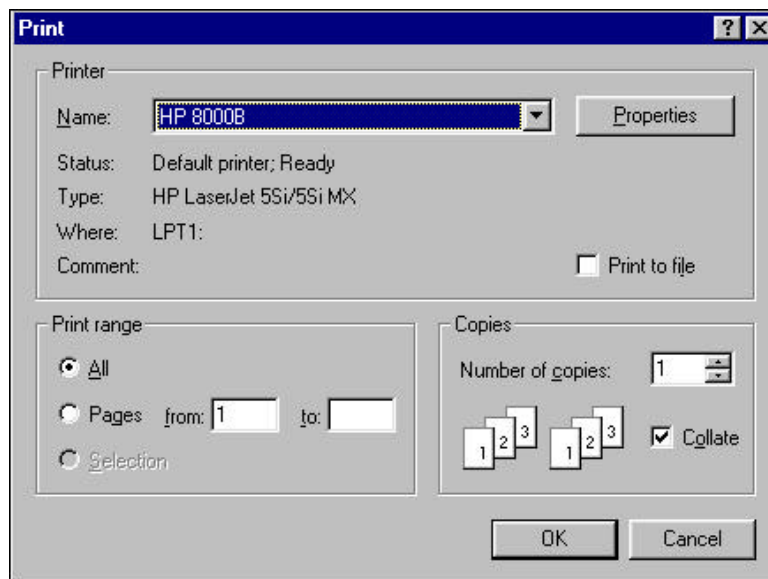
NEWMAN AREA (CA39P026005)						
Mailing	Address	City	State	Zip	Zip+4	Unit #
	548 MERCED ST	NEWMAN	CA	95360	0000	1
	558 MERCED ST	NEWMAN	CA	95360	0000	6
	568 MERCED ST	NEWMAN	CA	95360	0000	8
X	P.O. BOX 711	NEWMAN	CA	95360	0000	

PATTERSON AREA (CA39P026006A)						
Mailing	Address	City	State	Zip	Zip+4	Unit #
[no records found]						

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | PHA Address Report


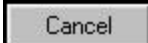
[REAC Home Page](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

3. Click on the  button at the bottom of the **PHA Address Report** page to open the print box.



The Print dialog box is shown with the following settings:

- Printer:** Name: HP 8000B, Status: Default printer; Ready, Type: HP LaserJet 5Si/5Si MX, Where: LPT1, Comment: [empty]
- Print range:** ☒ All, ☐ Pages from: 1 to: [empty], ☐ Selection
- Copies:** Number of copies: 1, ☒ Collate
- Buttons:** OK, Cancel

4. Click on the  button to print the report and return to the **PHA Address Report** page, or click on the  button to close the box.

### Resident Assessment - PHA Address Report

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

View the list to confirm address information. Mailing addresses are listed directly under their respective Physical Address, and marked with an "X".

CERES AREA (CA39P026004 )						
Mailing	Address	City	State	Zip	Zip+4	Unit #
	105 HOLLY CIRCLE	CERES	CA	95307	0000	
	108 HOLLY CIRCLE	CERES	CA	95307	0000	
	114 HOLLY CIRCLE	CERES	CA	95307	0000	

NEWMAN AREA (CA39P026005 )						
Mailing	Address	City	State	Zip	Zip+4	Unit #
	548 MERCED ST	NEWMAN	CA	95360	0000	1
	558 MERCED ST	NEWMAN	CA	95360	0000	8
	568 MERCED ST	NEWMAN	CA	95360	0000	8
X	P.O. BOX 711	NEWMAN	CA	95360	0000	

PATTERSON AREA (CA39P026006A )						
Mailing	Address	City	State	Zip	Zip+4	Unit #
(no records found)						

Print Complete

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | PHA Address Report

[REAC Home Page](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

5. Click on the **Complete** button at the bottom of the page to return to the **Project List** page.

### Resident Assessment - Project List

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

Select the project number or project name for the unit addresses you wish to edit.

Project #	Project Name
<a href="#">CA39P026001</a>	<a href="#">OAKDALE AREA</a>
<a href="#">CA39P026002</a>	<a href="#">TURLOCK AREA</a>
<a href="#">CA39P026003</a>	<a href="#">MODESTO AREA</a>
<a href="#">CA39P026004</a>	<a href="#">CERES AREA</a>
<a href="#">CA39P026005</a>	<a href="#">NEWMAN AREA</a>
<a href="#">CA39P026006A</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026006B</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026007</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026008</a>	<a href="#">WESTLEY AREA</a>
<a href="#">CA39P026010</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026017</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026018</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026019</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026026</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026027</a>	<a href="#">SCATTERED SITES</a>

View PHA Address Report Certify [Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#)

[REAC Home Page](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

To continue to the **Physical Project Unit Addresses** page:

On the **Project List** page, click on the underlined *Project #* or the *Project Name* link (e.g., CA39P026003 or MODESTO AREA) to view the unit addresses for that project. The **Physical Project Unit Addresses** page displays.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) View Project Address Report

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPER AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	

<< Prev Next >>

Add Edit Delete View Project Address Report

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
 Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

## Verifying Project Unit Addresses

The **Physical Project Unit Addresses** page lists the *Physical Address* (building number and street), *City*, *State*, *Zip*, *Zip+4*, and *Unit #* for each unit in the PHA development. The addresses in the list are sorted by *Physical Address*, *City*, *State*, *Zip*, *Zip+4*, and finally by *Unit #*.

**NOTE:** Units are sorted numerically by each digit within a number, not by the actual number (i.e., 1, 10, 100, 11, 111, 2, 20, 200,... instead of 1, 2, 3,...10, 11, 12,...100, 101, 102...). Therefore, the unit numbers are not in consecutive order.

Use the scroll bar to view the entire page, if necessary. Use the Next >> button to move forward a page, and the << Prev button to move back a page.

Users can edit, add, or delete address information using the function buttons located at the bottom of the page. Users can select an address to edit or delete by clicking in the checkbox in the first column. Click on the checkbox again to deselect an address. Select as many addresses as necessary for the desired function (e.g., deleting).

If a unit has a mailing address that differs from the physical address, the envelope icon in the *Different Mailing Address* column appears open. Users can also add or edit mailing addresses by clicking on this icon. Remember to save all changes.

From the **Physical Project Unit Addresses** page, users can access the **Project Address Report** page. Address lists can be lengthy. Users can print and review a hard copy of the summary report for reference.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

Check the box in the first column to select an address.

[View Project Address Report](#)

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	<input type="checkbox"/>
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1000 SUPER AVE	MODESTO	CA	95351	0000	50	<input type="checkbox"/>
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	<input type="checkbox"/>
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	<input checked="" type="checkbox"/>

<< Prev   Next >>

[Add](#) [Edit](#) [Delete](#)   [View Project Address Report](#)   [? Additional Help](#)

[Main](#) | [Unit Address](#) | [Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

To view the **Project Address Report** page:

- The [View Project Address Report](#) button is located at the top and bottom of the **Physical Project Unit Addresses** page. Click on either button to view all the addresses currently in the database for the selected development. The **Project Address Report** page displays.

### Resident Assessment - Project Address Report

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

MODESTO AREA (Number CA39P026003)

View the list to confirm address information. Mailing addresses are listed directly under their respective Physical Address, and marked with an "X".

Mailing	Address	City	State	Zip	Zip+4	Unit #
	1002 SUPER AVE	MODESTO	CA	95351	0000	1
X	P.O. BOX 15A	MODESTO	CA	95351	0000	
	1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1
	1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1
	1007 SUPERIOR AVE	MODESTO	CA	95351	0000	
	1008 SUPERIOR AVE	MODESTO	CA	95351	0000	10
X	P.O. BOX 34	MODESTO	CA	95351	0000	
	1010 SUPERIOR AVE	MODESTO	CA	95351	0000	10
	1014 SUPERIOR AVE	MODESTO	CA	95351	0000	16
	1016 SUPERIOR AVE	MODESTO	CA	95351	0000	3
	1102 HAMMOND ST	MODESTO	CA	95351	0000	2A

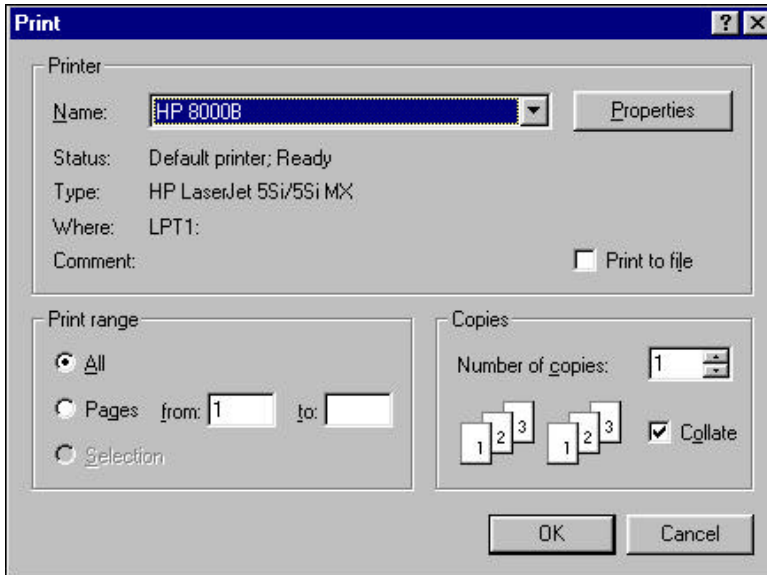
[Print](#)   [Complete](#)

[Main](#) | [Unit Address](#) | [Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Project Address Report

[\[REAC Home Page\]](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

**NOTE:** Some units may have a mailing address that differs from the physical address. If so, the mailing address will be listed on the line immediately following the physical address and will be identified by an "X" in the *Mailing* column.



2. Click on the  button at the bottom of the page to open the print box.



The Print dialog box shows the following settings:

- Printer:** Name: HP 8000B, Status: Default printer; Ready, Type: HP LaserJet 5Si/5Si MX, Where: LPT1, Comment: (empty). A **Print to file** checkbox is present and unchecked.
- Print range:** ☒ All, ☐ Pages from: 1 to: (empty), ☐ Selection.
- Copies:** Number of copies: 1, ☒ Collate.

Buttons: OK, Cancel.


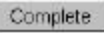
3. Click on the  button to print the report and return to the **Project Address Report** page, or click on the  button to close the box.

### Resident Assessment - Project Address Report

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)  
MODESTO AREA (Number CA39P026003)

View the list to confirm address information. Mailing addresses are listed directly under their respective Physical Address, and marked with an "X".

Mailing	Address	City	State	Zip	Zip+4	Unit #
	1002 SUPER AVE	MODESTO	CA	95351	0000	1
X	P.O. BOX 15A	MODESTO	CA	95351	0000	
	1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1
	1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1
	1007 SUPERIOR AVE	MODESTO	CA	95351	0000	
	1008 SUPERIOR AVE	MODESTO	CA	95351	0000	10
X	P.O. BOX 34	MODESTO	CA	95351	0000	
	1010 SUPERIOR AVE	MODESTO	CA	95351	0000	10
	1014 SUPERIOR AVE	MODESTO	CA	95351	0000	18
	1016 SUPERIOR AVE	MODESTO	CA	95351	0000	3
	1102 HAMMOND ST	MODESTO	CA	95351	0000	2A

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Project Address Report

[\[REAC Home Page\]](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.



4. Click on the **Complete** button at the bottom of the page to return to the **Physical Project Unit Addresses** page.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) [View Project Address Report](#)

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPER AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	

<< Prev Next >>

Add Edit Delete [View Project Address Report](#) [? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

## Deleting Duplicate Unit Addresses

Review the **Project Address Report** for duplicate and incorrect addresses. First delete the unnecessary addresses from the database.

*To delete duplicate physical unit addresses:*

1. On the **Physical Project Unit Addresses** page, click in the checkbox in the first column to select duplicate address to delete. Select all that apply. Use the scroll bar to view the entire list, if necessary.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) [View Project Address Report](#)

Check the box in the first column to select an address.


	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input checked="" type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	

<< Prev Next >>

Add Edit Delete [View Project Address Report](#) [? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

2. Click on the  button to delete the selected address. The **Delete Physical Project Unit Addresses** page displays to confirm the unit address to delete.

### Resident Assessment - Delete Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

**Are you sure you want to delete the following addresses?** Choose "Yes" to permanently delete them. Choose "No" to return with no action.

Physical Address	City	State	Zip	Zip+4	Unit #
1000 HAMMOND ST	MODESTO	CA	95351	0000	63A

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Delete Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
*Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.*





3. Click on the  button to permanently delete the selection, or click on the  button to cancel the selection. The updated **Physical Project Unit Addresses** page displays.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

Check the box in the first column to select an address.

[View Project Address Report](#)


	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPER AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	58A	
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	

[<< Prev](#)
[Next >>](#)

[View Project Address Report](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
*Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.*

 [Additional Help](#)

## Editing Physical Unit Addresses

After deleting duplicate addresses, edit incorrect addresses. Users can select all applicable addresses for editing from the list on the **Physical Project Unit Addresses** page; however, only 10 selections at a time display on the **Edit Physical Project Unit Addresses** page. Remember to save after editing the 10 selections on the screen before moving to the next editing screen.



To edit unit physical addresses:

1. On the **Physical Project Unit Addresses** page, select the addresses to edit by clicking in the checkboxes in the first column. A checkmark displays in each box selected. Click a checkbox again to deselect it. Use the scroll bar to view the entire list, if necessary.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

Check the box in the first column to select an address.

[View Project Address Report](#)

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input checked="" type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input checked="" type="checkbox"/>	1000 SUPER AVE	MODESTO	CA	95351	0000	50	
<input checked="" type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	
<input checked="" type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	
<input type="checkbox"/>	1002 SUPERIOR AVE	MODESTO	CA	95351	0000	32A	

<< Prev   Next >>


[Add](#) [Edit](#) [Delete](#)   [View Project Address Report](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

[? Additional Help](#)

2. Click on the  button at the bottom of the page to edit selected addresses. The **Edit Physical Project Unit Addresses** page displays.

### Resident Assessment - Edit Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

Edit the addresses, then press [Save] to save the changes and continue editing or [Complete] to save the changes and return to the Physical Project Unit Address Screen, or press [Next 10 Addresses]/[Previous 10 Addresses] to continue editing addresses.

Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1703 PELTON AVE	MODESTO	CA	95351	0000	A	
1704 PELTON AVE	MODESTO	CA	95351	0000	B	
1711 PELTON AVE	MODESTO	CA	95351	0000	C	
1713 ROBERTSON I	MODESTO	CA	95351	0000	111	
1714 PELTON AVE	MODESTO	CA	95351	0000	A	
1715 ERIE ST	MODESTO	CA	95351	0000	24	
1715 ONTARIO AVE	MODESTO	CA	95351	0000	1	
1716 ERIE ST	MODESTO	CA	95351	0000	15	
1716 ONTARIO AVE	MODESTO	CA	95351	0000	4	
1717 ROBERTSON I	MODESTO	CA	95351	0000	214	

[Save](#)   [Complete](#)

[Previous 10 Addresses](#)   [Next 10 Addresses](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | [Edit](#)   [? Additional Help](#)




[\[REAC Home Page\]](#)

Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

3. Users can edit any of the fields on this page. To edit *Physical Address* (street and number), *City*, *Zip*, *Zip+4*, and *Unit #* information, double-click in a field to select the text. Enter the correct information. Use the Tab key to move to the next field.










NOTE: To copy and paste the same text in several fields:

- Click on the text to select it.
- Click on the Edit command on the Internet toolbar.
- Click on the Copy command on the Edit drop-down menu.
- Place the cursor where the text is to be inserted.
- Click on the Edit command on the Internet toolbar.
- Click on the Paste command on the Edit drop-down menu
- The text is copied.


Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1002 SUPER AVE	MODESTO	CA	95351	0000	1	
1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1	
1007 SUPERIOR AVE	MODESTO	CA	95351	0000		

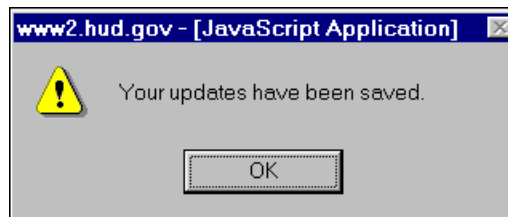
4. To edit *State* information, click on the drop-down arrow in the *State* field and click on a state abbreviation to select it.

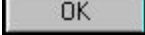
NOTE: Users can also use the keys on their keyboard. Press the letter key of the first letter of the state. The first state alphabetically listed with that letter appears in the field. Press that letter key to move quickly through the alphabetical list until the correct state is displayed in the field. For example, press the "C" key once to select "CA" for California, and press it again for Colorado. Use the Tab key to move to the next field.

Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1002 SUPERIOR AVE	MODESTO	CA	95351	0000	1	
1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1	
1007 SUPERIOR AVE	MODESTO	CA	95351	0000	6	
1008 SUPERIOR AVE	MODESTO	CA	95351	0000	10	
1010 SUPERIOR AVE	MODESTO	CA	95351	0000	10	
1014 SUPERIOR AVE	MODESTO	CA	95351	0000	16	
1016 SUPERIOR AVE	MODESTO	CA	95351	0000	3	
1102 HAMMOND ST	MODESTO	CA	95351	0000	2A	
1126 SUPERIOR AVE	MODESTO	CA	95351	0000	4	

5. Edit the next selection. After editing the 10

addresses listed on the page, click on the  button to save the changes in the database. A message box displays, confirming your updates were saved.



6. Click on the  button to close the box and return to the **Edit Physical Unit Addresses** page.

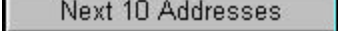
### Resident Assessment - Edit Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)  
 Edit the addresses, then press [Save] to save the changes and continue editing or [Complete] to save the changes and return to the Physical Project Unit Address Screen, or press [Next 10 Addresses]/[Previous 10 Addresses] to continue editing addresses.

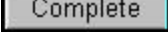
Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1703 PELTON AVE	MODESTO	CA	95351	0000	A	
1704 PELTON AVE	MODESTO	CA	95351	0000	B	
1711 PELTON AVE	MODESTO	CA	95351	0000	C	
1713 ROBERTSON I	MODESTO	CA	95351	0000	111	
1714 PELTON AVE	MODESTO	CA	95351	0000	A	
1715 ERIE ST	MODESTO	CA	95351	0000	24	
1715 ONTARIO AVE	MODESTO	CA	95351	0000	1	
1716 ERIE ST	MODESTO	CA	95351	0000	15	
1716 ONTARIO AVE	MODESTO	CA	95351	0000	4	
1717 ROBERTSON I	MODESTO	CA	95351	0000	214	

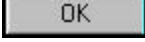

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | [Edit](#) [Additional Help](#)

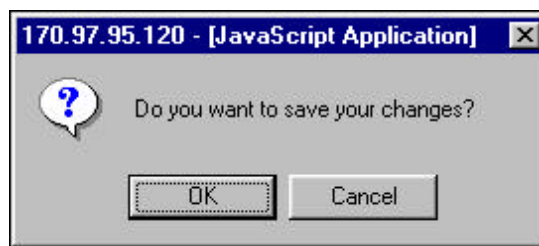
[\[REAC Home Page\]](#)  
 Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

7. Click on the  button at the bottom of the page to continue editing the remaining selections. The next 10 unit addresses selected for editing display

Click on the  button to view the last 10 unit addresses selected for editing.

8. After editing all selections, click on the  button to save changes in the database. A confirmation box displays.

9. Click on the  button to save changes and return to the **Physical Project Unit Addresses** page, or click on the  button to close the box without saving changes. The updated **Physical Project Unit Addresses** page displays.







## Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

Check the box in the first column to select an address.

[View Project Address Report](#)

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPERIOR AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	

[<< Prev](#) [Next >>](#)

[Add](#) [Edit](#) [Delete](#)

[View Project Address Report](#)

 [Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

## Adding Physical Unit Addresses

After deleting duplicate addresses and editing incorrect addresses, add any missing unit addresses to the list. In addition, if a unit has a mailing address that differs from the physical address, add the mailing address.

*To add physical unit addresses:*

1. Go to the bottom of the **Physical Project Unit Addresses** page. Click on the  button.

## Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)

[View Project Address Report](#)

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPERIOR AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1001 SUPERIOR AVE	MODESTO	CA	95351	0000	59A	
<input type="checkbox"/>	1002 HAMMOND ST	MODESTO	CA	95351	0000	63B	

[<< Prev](#) [Next >>](#)

[Add](#) [Edit](#) [Delete](#)

[View Project Address Report](#)

[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

2. The **Add Physical Project Unit Addresses** page displays.

## Resident Assessment - Add Physical Project Unit Addresses

Enter a Unit Address.

Physical Address	City	State	Zip	Zip+4	Unit #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#) [Range](#) [Next](#)

[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: [Click here for the REAC customer service center.](#)

3. Enter the *Physical Address* (building number and street), *City*, *State*, *Zip*, *Zip+4*, and *Unit #* in the appropriate fields. Use the Tab key to move from one field to the next. To add *State* information, click on the drop-down arrow in the *State* field and click on a state to select it.

**NOTE:** Users can also use the keys on their keyboard. Click on the letter key of the first letter of the state. The first state alphabetically listed with that letter appears in the field. Click on that letter key to move quickly through the alphabetical list until the correct state is displayed in the field. For example, click the "C" key once to select "CA" for California. Use the Tab key to move to the next field.



## Resident Assessment - Add Physical Project Unit Addresses

Enter a Unit Address.

Physical Address	City	State	Zip	Zip+4	Unit #
1000 SUPERIOR AVE	MODESTO	CA	95351	0000	60

[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: [Click here for the REAC customer service center.](#)

**\*\*\*If adding only one address, skip to Step 7. If adding several addresses, continue to Step 4.\*\*\***

- Click on the  button to add the address to the database. A message box displays, confirming the address was successfully added.

NOTE: Click on the  button only once to avoid duplicate entries. Each click adds an address in the database.



- Click on the  button to close the box and return to the **Add Physical Unit Addresses** page.

## Resident Assessment - Add Physical Project Unit Addresses

Enter a Unit Address.

Physical Address	City	State	Zip	Zip+4	Unit #

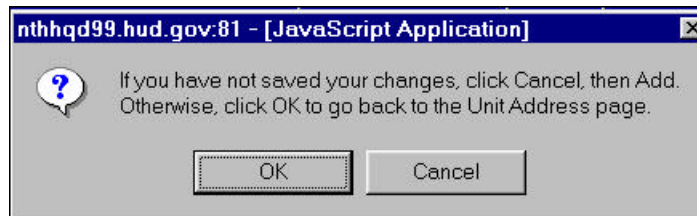
[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: [Click here for the REAC customer service center.](#)

- Repeat Steps 3 through 5 to add more unit addresses, if necessary.
- Click on the **Next** button to return to the **Project Physical Unit Addresses** page. A confirmation box displays.



- Click on the **OK** button to save changes and return to the **Physical Project Unit Addresses** page, or click on the **Cancel** button to close the box without saving changes. The updated **Physical Project Unit Addresses** page displays.

**Resident Assessment - Physical Project Unit Addresses**

---

MODESTO AREA (Number CA39P026003) View Project Address Report

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 HAMMOND ST	MODESTO	CA	95351	0000	63A	
<input type="checkbox"/>	1000 SUPERIOR AVE	MODESTO	CA	95351	0000	50	
<input type="checkbox"/>	1000 SUPERIOR AVE	MODESTO	CA	95351	0000	60	

<< Prev   Next >>

Add   Edit   Delete   View Project Address Report

[Main](#) | [Unit Address](#) | [Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)

Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

[Additional Help](#)

## Generating Unit Address Ranges

If the user needs to add consecutive units at the same street address (e.g., units #1-50), the application can automatically generate a range of unit numbers. The system generates numeric unit numbers (i.e., 1, 2, 3, etc.) only. Users can then edit the *Unit #* field to add letters (i.e., 1-A, 2-A, 3-A etc.).

*To generate a range of physical addresses:*

- On the **Add Physical Project Unit Addresses** page, enter the *Physical Address* (building number and street name), *City*, *State*, and *Zip*, *Zip+4* in the address fields at the top.



### Resident Assessment - Add Physical Project Unit Addresses

Enter a Unit Address.

Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1000 ARBOR CT	MODESTO	CA	95351	0000		<input type="checkbox"/>

[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
 Comments or Questions: [Click here for the REAC customer service center.](#)

- Click on the  button at the bottom of the page. A range table displays under the address fields.

### Resident Assessment - Add Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003)  
Enter a Unit Address.

Physical Address	City	State	Zip	Zip+4
1000 ARBOR CT	MODESTO	CA	95351	0000

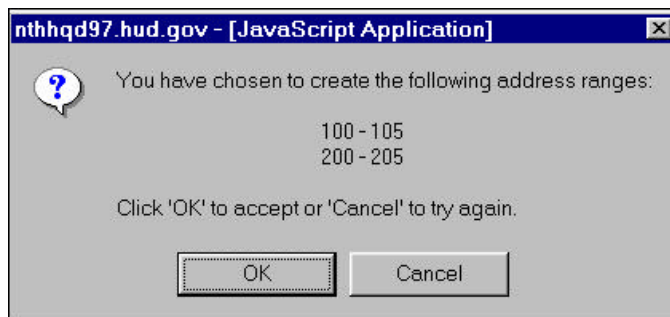
Starting Unit Number	Ending Unit Number
100	105
200	205



[? Additional Help](#)

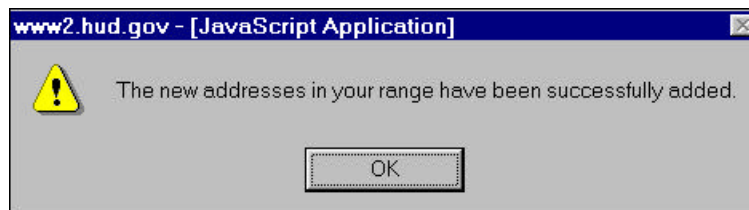
[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
 Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

- In the first field, enter the *Starting Unit Number* (e.g., 100). Tab once. In the second field, enter the *Ending Unit Number* (e.g., 105). Users can enter a maximum of two ranges of unit numbers at a time for a given building address. However, users can generate as many ranges of unit numbers as necessary.
- Click on the  button to add the units within the specified ranges to the project address list. A message box displays confirming the address ranges.



5. Click on the  button to accept the ranges, or click on the  button to cancel. A message box displays, confirming the addresses have been added.

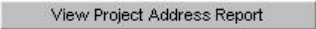


6. Click on the  button to close the box.




NOTE: To enter another range, click on the  button.

7. Click on the [Physical Project Unit Addresses](#) link to return to the **Physical Project Unit Addresses** page. The new addresses display in the table.




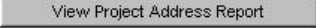
### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) 

Check the box in the first column to select an address.


	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	100	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	101	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	102	

<< Prev   Next >>

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at **1-888-245-4860**.

 [Additional Help](#)

**CAUTION:** Do not duplicate unit addresses when generating ranges. Duplicate addresses must be deleted. Please refer to the Deleting Duplicate Unit Addresses instructions.

## Editing Unit Numbers After Generating a Range

Users can add letters to the unit numbers (e.g., 101A, 102A, etc.) and can also add mailing addresses, if applicable. Although the user can select as many units as necessary for editing, the system displays 10 units at a time for editing.

*To edit unit numbers after generating a range:*

1. On the **Physical Project Unit Addresses** page, select the addresses to edit by clicking in the checkboxes in the first column. Checkmarks display in the selected boxes. Use the scroll bar to view the entire list, if necessary.

### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) View Project Address Report

Check the box in the first column to select an address.


	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input checked="" type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	100	
<input checked="" type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	101	
<input checked="" type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	102	
<input checked="" type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	103	

<< Prev Next >>

Add Edit Delete View Project Address Report  Additional Help

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
*Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.*

2. Click on the  button at the bottom of the page to edit selected addresses. The **Edit Physical Project Unit Addresses** page displays.

### Resident Assessment - Edit Physical Project Unit Addresses

MODESTO AREA (Number CA39P028003)  
 Edit the addresses, then press [Save] to save the changes and continue editing or [Complete] to save the changes and return to the Physical Project Unit Address Screen, or press [Next 10 Addresses]/[Previous 10 Addresses] to continue editing addresses.

Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1000 ARBOR CT	MODESTO	CA	95351	0000	204	
1000 ARBOR CT	MODESTO	CA	95351	0000	205	
1001 SUPERIOR AVE	MODESTO	CA	95351	0000	4	
1001 SUPERIOR AVE	MODESTO	CA	95351	0000	4	
1002 SUPERIOR AVE	MODESTO	CA	95351	0000	1	
1003 SUPERIOR AVE	MODESTO	CA	95351	0000	1	
1007 SUPERIOR AVE	MODESTO	CA	95351	0000	8	
1008 SUPERIOR AVE	MODESTO	CA	95351	0000	10	
1010 SUPERIOR AVE	MODESTO	CA	95351	0000	10	
1014 SUPERIOR AVE	MODESTO	CA	95351	0000	16	


[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | [Edit](#) [Additional Help](#)

[Physical Project Unit Addresses](#)

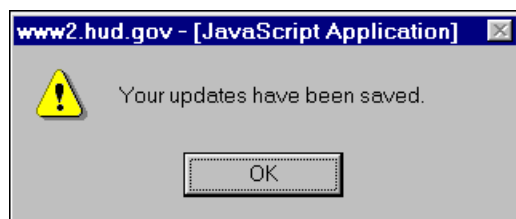
[\[REAC Home Page\]](#)  
 Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

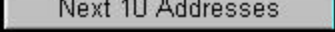
- Place the cursor in the appropriate *Unit #* field. Correct the unit number (e.g., add the "A" to Unit # 102A).

Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
1000 ARBOR CT	MODESTO	CA	95351	0000	100A	
1000 ARBOR CT	MODESTO	CA	95351	0000	101A	
1000 ARBOR CT	MODESTO	CA	95351	0000	102	


- Edit the next selection. After editing all 10 addresses listed on the page, click on the  button to save changes. A message box displays, confirming your updates.

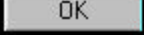

- Click on the  button to close the box and return to the **Edit Physical Project Unit Addresses** page.

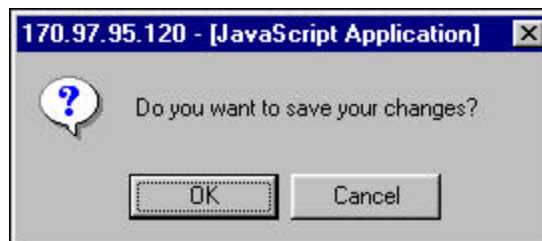


6. Click on the button at the  bottom of the page to continue editing the remaining selections. The next 10 unit addresses selected for editing display.


Click on the  button to view the last 10 unit addresses selected for editing.

7. After editing all selections, click on the  button to save changes and return to the **Physical Project Unit Addresses** page. A confirmation box displays.




8. Click on the  button to save changes and return to the **Physical Project Unit Addresses** page, or click on the  button to close the box without saving changes. The updated **Physical Project Unit Addresses** page displays.






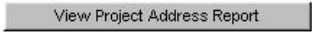
### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) 

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	100A	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	101A	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	102A	

<< Prev   Next >>


   

[Main](#) | [Unit Address](#) | [Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses


[\[REAC Home Page\]](#)

Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

## Adding Mailing Unit Addresses

Some units may have a mailing address that differs from the physical address. Users can add mailing addresses to the physical address by clicking on the  icon in the last column under the heading *Different Mailing Address*. Mailing addresses are entered one at a time.

*To add a mailing address:*

1. On the **Physical Project Unit Addresses** page, click on the  icon in the last column under the heading *Different Mailing Address* to add a mailing address for that physical address. The **Add Unit Mailing Address** page displays.

NOTE: To add or edit a mailing address, do not place a checkmark in the first column.



## Resident Assessment - Add Project Unit Mailing Addresses

MODESTO AREA (Number CA39P026003)

Type the Unit Mailing Address for **Unit # 100A**.

Mailing Address	City	State	Zip	Zip+4
1000 ARBOR CT	MODESTO	CA	95351	0000

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Project Unit Mailing Address

[\[REAC Home Page\]](#)

Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

2. Enter the *Mailing Address* (P.O. Box number, for example), *City*, *State*, *Zip*, *Zip+4*, and *Unit #* in the appropriate fields. Use the Tab key to move to the next field. In the *State* field, users can use the drop-down arrow to view a list of states. Click on a state abbreviation to select a state.

## Resident Assessment - Add Project Unit Mailing Addresses

MODESTO AREA (Number CA39P026003)

Type the Unit Mailing Address for **Unit # 100A**.

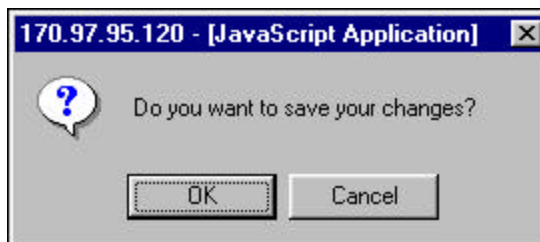
Mailing Address	City	State	Zip	Zip+4
P.O. BOX 8	MODESTO	CA	95351	0000

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Add Project Unit Mailing Address

[\[REAC Home Page\]](#)

Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

3. Click on the  button at the bottom of the page to save the mailing address in the database and return to the **Physical Project Unit Addresses** page. A confirmation box displays.
4. Click on the  button to save changes and return to the **Physical Project Unit Addresses** page, or click on the  button to close the box without saving changes. The updated the **Physical Project Unit Addresses** page displays.



### Resident Assessment - Physical Project Unit Addresses

MODESTO AREA (Number CA39P026003) [View Project Address Report](#)

Check the box in the first column to select an address.

	Physical Address	City	State	Zip	Zip+4	Unit #	Different Mailing Address
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	100A	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	101A	
<input type="checkbox"/>	1000 ARBOR CT	MODESTO	CA	95351	0000	102A	

<< Prev   Next >>

[Add](#) [Edit](#) [Delete](#) [View Project Address Report](#) [? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | Physical Project Unit Addresses

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

5. Click on the [View Project Address Report](#) button. The **Project Address Report** page displays.

NOTE: The mailing address is listed on the line below the physical address and is indicated by an "X" in the *Mailing* column.

### Resident Assessment - Project Address Report

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)  
MODESTO AREA (Number CA39P026003)

View the list to confirm address information. Mailing addresses are listed directly under their respective Physical Address, and marked with an "X".

Mailing	Address	City	State	Zip	Zip+4	Unit #
	1000 ARBOR CT	MODESTO	CA	95351	0000	100A
X	P.O. BOX 8	MODESTO	CA	95351	0000	
	1000 ARBOR CT	MODESTO	CA	95351	0000	101A
	1000 ARBOR CT	MODESTO	CA	95351	0000	102A

[Print](#) [Complete](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#) | [Physical Project Unit Addresses](#) | Project Address Report

[\[REAC Home Page\]](#)  
Comments or Questions call the REAC Customer Service Center toll free at 1-888-245-4860.

6. Click on the [Complete](#) button to return to the **Physical Project Unit Addresses** page. Select the next project from the list by clicking on the underlined link.



## Resident Assessment - Project List

COUNTY OF STANISLAUS HOUSING AUTH (Number CA026)

Select the project number or project name for the unit addresses you wish to edit.

Project #	Project Name
<a href="#">CA39P026001</a>	<a href="#">OAKDALE AREA</a>
<a href="#">CA39P026002</a>	<a href="#">TURLOCK AREA</a>
<a href="#">CA39P026003</a>	<a href="#">MODESTO AREA</a>
<a href="#">CA39P026004</a>	<a href="#">CERES AREA</a>
<a href="#">CA39P026005</a>	<a href="#">NEWMAN AREA</a>
<a href="#">CA39P026006A</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026006B</a>	<a href="#">PATTERSON AREA</a>
<a href="#">CA39P026007</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026008</a>	<a href="#">WESTLEY AREA</a>
<a href="#">CA39P026010</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026017</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026018</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026019</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026026</a>	<a href="#">SCATTERED SITES</a>
<a href="#">CA39P026027</a>	<a href="#">SCATTERED SITES</a>

[View PHA Address Report](#)

[Certify](#)

[? Additional Help](#)

[Main](#) | [Unit Address Welcome/Language](#) | [Project List](#)

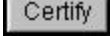
[\[REAC Home Page\]](#)

Comments or Questions call the REAC Customer Service Center toll free at **1-888-245-4860**.

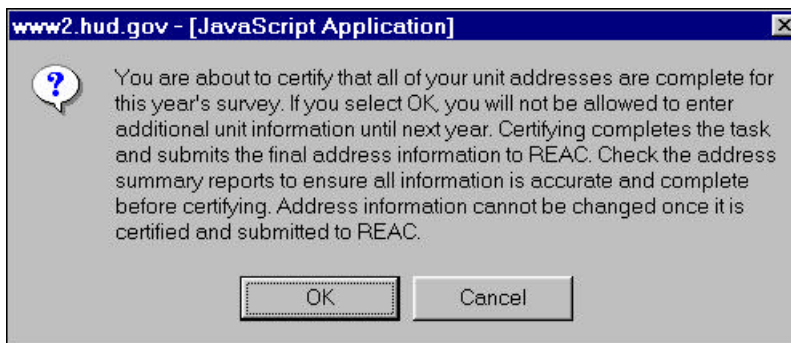
## Certifying Completed Tasks

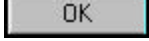

After verifying unit addresses for each project listed, and identifying the language(s) spoken by at least 20 percent of the PHA residents who could not otherwise complete the survey in English – users must certify the task. Certifying completes the task and submits the final address information to REAC. Check the address summary reports to ensure all information is accurate and complete before certifying. Address information cannot be changed once it is certified and submitted to REAC.

*To certify that the task has been completed:*

1. At the bottom of the **Project List** page, click on the  button to certify. A confirmation box displays.

**CAUTION:** Address information cannot be changed after the task is certified and submitted to REAC.



2. Click on the  button to certify the task and close the application, or click on the  button to continue using the application. The **Resident Assessment – PHA Main** page displays.

RESIDENT ASSESSMENT - PHA MAIN
<b>RASS MAIN SCREEN</b>
<b>General Information</b> <a href="#">Background</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Media Packet</a> <a href="#">Survey Summary Results and Recommendations</a> <a href="#">Unit Address</a>
<b>Media Packet</b> <a href="#">New letters</a> <a href="#">Article</a>
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> <b>Incomplete</b>
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> <b>Incomplete</b>
<b>MAIN</b>
<a href="#">[REAC Home Page]</a> <i>Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.</i>

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## Chapter 10: Plans, Summaries, and Recommendations

The *Plans, Summaries, and Recommendations* section on the **PHA Main** page contains links to the **Implementation Plan** page and the **Follow-Up Plan** page. Users record activities pertaining to the resident service and satisfaction survey on these pages. The status of each plan is displayed in this section. The status is “incomplete” until the plan information is certified and sent to HUD. The status changes to “complete” on the date the information is sent to HUD.

RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> Complete 08/12/1999	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> Complete 10/12/1999 <a href="#">Follow-up Plan</a> Incomplete	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	

### Recording Implementation Plan Activities

To access the **Implementation Plan** page:

In the *Plans, Summaries, and Recommendations* section on the **PHA Main** page, click on the Implementation Plan link. The **Implementation Plan** page displays.

## RESIDENT ASSESSMENT-IMPLEMENTATION PLAN

ABC Housing Authority PHA:M11111 for 1999.  
Enter the date that you completed each of the following required items.

Activity	Date of Event (mm/dd/yyyy)
1. Poster	<input type="text"/>
2. HUD Flyer	<input type="text"/>
3. Meeting with Residents	<input type="text"/>
4. Newsletter	<input type="text"/>
5. Another Newsletter	<input type="text"/>

If you have used other activities to promote the survey, please enter a brief description and date that action was completed.

Activity	Date of Event (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

Comments:

[Main](#) | Implementation Plan

[\[REAC Home Page\]](#)  
Comments or Questions: call the REAC Customer Service Center toll free at 1-888-245-4860.

The **Implementation Plan** page lists activities for informing PHA residents about the service and satisfaction survey. PHA users enter the date the activity was completed in the blank fields.

To record promotional activities on the **Implementation Plan** page:

- Click in the appropriate blank field in the *Date of Event* column. Enter the date the activity was completed.

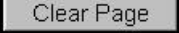
NOTE: Enter dates using a two-digit month, two-digit day, and four-digit year.

Activity	Date of Event (mm/dd/yyyy)
1. Poster	<input type="text" value="06/01/1999"/>

- If your PHA used a promotional activity that is not listed, scroll to the bottom of the page. Click in the blank *Activity* field, and enter the activity.

Activity	Date of Event (mm/dd/yyyy)
Announcement at resident block party	<input type="text" value="06/30/1999"/>

- Tab to the *Date of Event* field, and enter the date the activity was completed.
- Click on the  button at the bottom of the page to save your work.

NOTE: Use the  button to clear all the fields, if necessary. If entries have been saved, the fields will return to the last save.

5. After saving your work, click on the  button to return to the **PHA Main** page.

## ***Certifying Completed Implementation Plan Activities***

After all required implementation plan activities have been completed and recorded in RASS, the record must be certified and sent to HUD.

*To certify and send your implementation plan to HUD:*

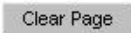



1. Scroll to the buttons at the bottom of the **Implementation Plan** page.

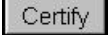
Activity	Date of Event (mm/dd/yyyy)
1. Poster 1	01/01/1999
2. HUD Flyer 2	02/01/1999
3. Meeting with Residents 3	05/01/1999
4. Newsletter	04/01/1999
5. Another Newsletter	06/01/1999

If you have used other activities to promote the survey, please enter a brief description and date that action was completed.

Activity	Date of Event (mm/dd/yyyy)
Announcement at resident block party	01/02/1999
Follow up letter	07/20/1999

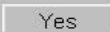
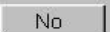
**Comments:** You do not have to fill in any data for the optional activities

2. Click on the  button. The confirmation box displays.

**Certification of the Implementation Plan**

I agree that this information is accurate to the best of my knowledge.



- Click on the  button to certify and send your information to HUD, or click on the  button to cancel. The confirmation box closes.
- Click on the  button to return to the **PHA Main** page.

RESIDENT ASSESSMENT - PHA MAIN	
HA ANNISTON AL004 RASS MAIN SCREEN	
<b>General Information</b> <a href="#">Background</a> <a href="#">Media Packet</a> <a href="#">Unit Address and Language Information</a> <a href="#">Implementation Plan and Follow-up Plan</a> <a href="#">Survey Summary Results and Recommendations</a>	
<b>Media Packet</b> <a href="#">Poster</a>	
<b>Update Unit Address Information</b> <a href="#">Unit Address Information</a> <b>Complete 08/12/1999</b>	
<b>Plans, Summaries, and Recommendations</b> <a href="#">Implementation Plan</a> <b>Complete 10/12/1999</b> <a href="#">Follow-up Plan</a> <b>Incomplete</b>	
<b>Survey</b> <a href="#">View Current Survey</a>	
Main	<input type="checkbox"/> Additional Help
<a href="#">[RASS Home Page]</a> Comments or Questions: <a href="#">Click here for the REAC customer service center.</a>	

## Recording Follow-Up Plan Activities

To access the Follow-Up Plan page:

In the *Plans, Summaries, and Recommendations* section on the **PHA Main** page, click on the underlined Follow-Up Plan link. The **Follow-Up Plan** page displays. Use the scroll bar to view the entire page. The example only shows a portion of the page.

## RESIDENT ASSESSMENT - FOLLOW-UP PLAN

OK146 (HOUSING AUTHORITY OF THE CITY OF STILLWATER)

View Follow-up Plan for Year

This follow-up plan allows you to communicate your action plan to address areas of the survey that scored below 90% resident satisfaction. The recommendations that are provided are intended to offer you guidance in creating your action plan. You may enter an action plan for any area of the survey, but you **MUST** enter an action plan for sections that are marked with a "REQUIRED" next to the Section Score. When completing your action plan, you must enter an action, the date the action will be completed or has been completed, and the source(s) of funding you plan to use to complete this action. The maximum score for the survey is 5 points and the follow-up plan is 3 points.

To save a copy of follow up plan on your personal computer, click on the Save As function in the File drop down menu. Save the screen as "HTML" format. To review the saved file, open it with the netscape browser. Please note: Using this save functionality will NOT save anything for REAC. In order to save data for REAC, click on the Save push button located on the bottom of the screen.

The person that certifies the follow-up plan information will be responsible for answering questions related to the follow-up plan.

Click on the Edit push button to enter data into your 1999 follow-up plan. Click on the Save push button to save and continue editing. Click on the Certify push button to submit the completed follow-up plan to REAC. Once the plan is certified, it can not be changed again.

### Survey Maintenance and Repair Section

90%

#### Recommendations

If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.

#### PHA Input Section

#### Date to be completed

#### Source(s) of Funding

### Survey Safety Section

50%

**REQUIRED**

#### Recommendations

If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.

#### PHA Input Section

#### Date to be completed

#### Source(s) of Funding

 [Additional Help](#)

[Main](#) | [Follow-up Plan](#)

[\[RASS Home Page\]](#)

Comments or Questions: [Click here for the REAC customer service center.](#)

The **Follow-Up Plan** page allows PHAs to communicate their action plan to address areas of the survey that scored below 90 percent resident satisfaction. The five areas of resident satisfaction are: *Maintenance and Repair*, *Communication*, *Safety*, *Services*, and *Neighborhood Appearance*. The recommendations provided by REAC are intended to guide PHAs in creating their action plan.

*To record follow-up plan activities:*

1. At the top of the **Follow-Up Plan** page, click on the right drop-down arrow to view a list of years.

2. Click on a year to select it.

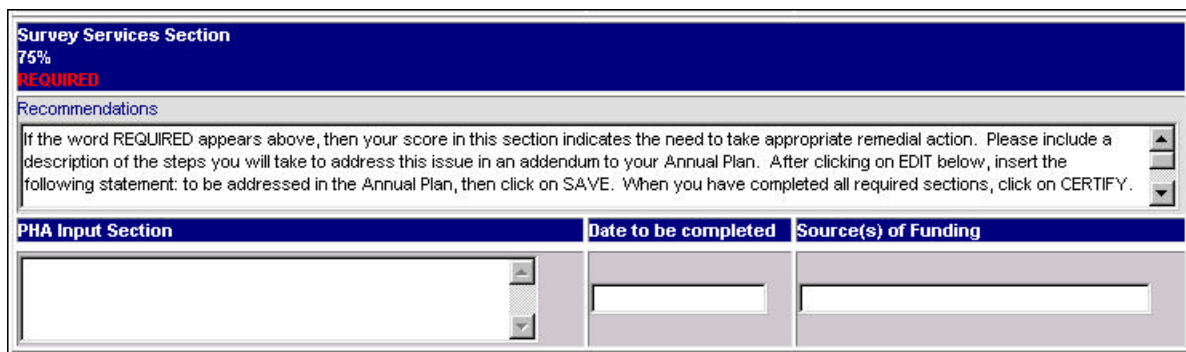
View Follow-up Plan for Year 1999 Go

1999  
2000


3. Click on the Go button to continue. The appropriate **Follow-Up Plan** page displays.

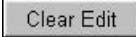
Survey Maintenance and Repair Section		
90%		
Recommendations		
If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.		
PHA Input Section	Date to be completed	Source(s) of Funding
Survey Communication Section		
80%		
Recommendations		
If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.		
PHA Input Section	Date to be completed	Source(s) of Funding
Survey Safety Section		
58%		
REQUIRED		
Recommendations		
If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.		
PHA Input Section	Date to be completed	Source(s) of Funding
Survey Services Section		
75%		
REQUIRED		
Recommendations		
If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.		
PHA Input Section	Date to be completed	Source(s) of Funding
Survey Neighborhood Appearance Section		
81%		
Recommendations		
If the word REQUIRED appears above, then your score in this section indicates the need to take appropriate remedial action. Please include a description of the steps you will take to address this issue in an addendum to your Annual Plan. After clicking on EDIT below, insert the following statement: to be addressed in the Annual Plan, then click on SAVE. When you have completed all required sections, click on CERTIFY.		
PHA Input Section	Date to be completed	Source(s) of Funding
<span>Edit</span> <span>Print</span> <span>Certify</span> <span>Next</span>	<span>?</span> <a href="#">Additional Help</a>	

4. To enter Follow-up Plan information, click the Edit button at the bottom of the page. The *PHA Input Section* fields now display for inputting data.



- For each survey section, click in the blank fields and enter the appropriate information. In the *PHA Input Section*, enter the action to be taken. If the action is to be addressed in the annual plan, enter “to be addressed in the annual plan” in the *PHA Input Section*. PHAs must complete the survey sections marked “REQUIRED”, which appears below the percentage (e.g., 49% in the example).

- Scroll to the bottom of the page and click the  button to save your work.


NOTE: Use the  button to clear all the fields, if necessary. If entries have been saved, the fields return to the last save.

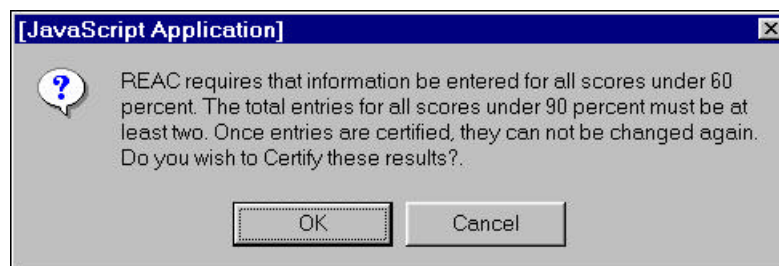
- After saving your work, click on the  button to return to the **PHA Main** page.

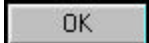
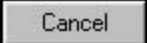
## ***Certifying Completed Follow-up Plan Activities***

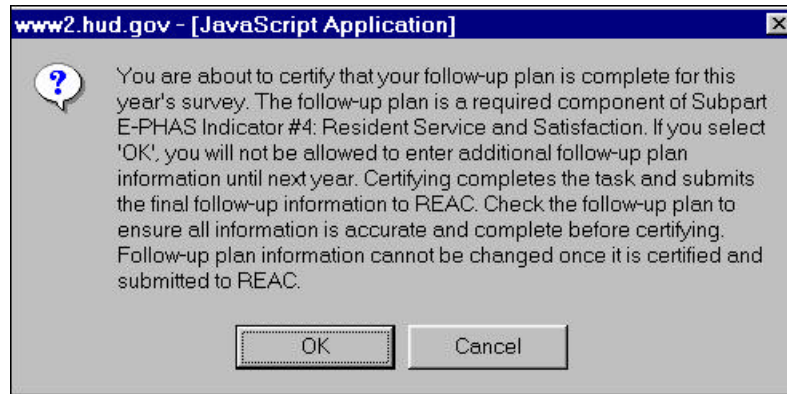
After all the follow-up plan activities have been completed and recorded in RASS, the record must be certified and sent to HUD.

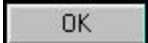
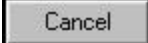

*To certify and send the follow-up plan to HUD:*

- Scroll to the buttons at the bottom of the **Follow-up Plan** page.
- Click on the  button. The confirmation box displays.



- Click on the  button to certify and send the information to HUD, or click on the  button to cancel. A second confirmation box displays.



4. Click on the  button, or click on the  button to cancel. The information is sent to HUD and the box closes.
5. Click on the  button to return to the **PHA Main** page.